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20 July 1954

MEMORANDUM FOR: Chief, TAS

SUBJECT

: Office of the Comptroller Participants in the

Career Service Conference

25X1A

- 1. In accordance with Notice the Office of the Comptroller has been assigned a quota of 23 spaces in the Agriculture Auditorium to permit attendance at the Career Service Conference to be held on 3 August 1954 at 3:30 p.m.
 - 2. You have been selected to participate in this meeting.
- 3. Please review the background material attached so that you are completely familiar with the subject matter.
- 4. Please note in paragraph 3 of reference Notice that you are requested to forward questions for which answers are desired and topics suggested for discussion to the Office of Personnel by Friday, 23 July. In order that a consolidated list of these questions and/or suggestions for discussion may be forwarded to the Personnel Office, it is kindly requested that you forward these to the Office of the Comptroller not later than 22 July 1954.
 - 5. Your cooperation in this matter will be greatly appreciated.

118.121

E. R. SAUNDERS Comptroller

Attachment RIJ/jh cc: Signer

